



Date Posted	April 28, 2016
Announcement Number	MCC-16-RFQ-0112
Title	Associate Director in the Gender and Social Inclusion Practice Group, Sector Operations Division, Department of Compact Operations, Millennium Challenge Corporation (MCC).
Position information	Full-Time, Personal Services Contractor (PSC) One-year base (2,087 hours per year), renewable for up to four years at the sole discretion of the government
Pay band	3B (\$39.77 - \$68.43 per hour)* *In lieu of fringe benefits, the PSC may receive a pay supplement. For additional information, please see section titled “Benefits”.
Closing date for questions	May 16, 2016 no later than 10:00am EDT
Application deadline	May 25, 2016 no later than 10:00am EDT
Who may be considered	U.S. citizens or legal, permanent residents with five years of residency history
Duty location	Washington, D.C., US. MCC eligible countries, other US and foreign cities (as required), and at the PSC’s home of record. <u>Note:</u> more than one position may be filled under this announcement

The **Millennium Challenge Corporation** (MCC) is a United States government-owned corporation created in 2004, whose mission is to provide grant assistance to support economic growth and poverty reduction in select developing countries with a demonstrated commitment to just and democratic governance, economic (Compact) with MCC that includes a plan for achieving shared development objectives and the responsibilities of each country in achieving those objects. Our model is defined by core principles, of selectivity, country ownership, transparency, and a focus on results.

Our values identity who we are and what is important to us. Our Values are CLEAR: Embrace Collaboration, Always Learn, Practice Excellence, Be Accountable and Respect individuals and ideas. MCC’s values define how we behave on a daily basis, both as individuals and as an institution, in pursuit of our mission. They guide how we make decisions, set priorities, address challenges, manage tradeoffs, recruit and develop staff, and work together with our country partners and stakeholders.

This position is located in the Department of Compact Operations. DCO divides the management of the MCC compact portfolio into three regional divisions (Europe, Asia, the Pacific and Latin America; East & Southern Africa; and West Africa) and one technical services division. DCO oversees the MCC staff residing in MCC missions in compact countries. Washington-based DCO specialists travel to compact countries to offer technical support.

MCC is authorized to contract with an individual as a personal services contractor (PSC) under the authority of section 614(a) (8) of the Millennium Challenge Act of 2003 (MCA).

SCOPE OF POSITION

This position is located in the Gender and Social Inclusion Practice Group, Sector Operations Division, Department of Compact Operations, Millennium Challenge Corporation (MCC). MCC is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of MCA assistance.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR](#) 37.104), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR](#) 7.502). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) Performance on Washington, D.C., US, MCC eligible countries, other US and foreign cities (as required), and/or at the PSC's home of record.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
 - (i) Adequately protect the Government's interest;

- (ii) Retain control of the function involved; or
- (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

Please see Addendum I, MCC 52.237-70 Personal Services – General Terms and Conditions (JULY 2012), for additional information applicable to personal services contract.

PLEASE NOTE: This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the [System for Award Management](#) (SAM).

*****The approval of your record in SAM may take a few weeks. Therefore, you must be registered in SAM before submitting your application.*****

KEY REQUIREMENTS

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a facilities access clearance
- Performance at MCC-eligible countries, Washington, DC, other US and foreign cities (as required), or at the PSC's office or home of record. Relocation expenses will not be paid
- Overseas travel may be required (to MCC eligible countries).
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form OGE-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

DUTIES

The purpose of the work is to analyze and evaluate major aspects of substantive, MCC mission-oriented programs. The employee develops long-range program plans, goals, objectives, and milestones to evaluate the effectiveness of social and gender impact programs. The employee resolves problems or copes with issues which directly affect the accomplishment of principal MCC program goals and objectives. The employee develops regulations or guidelines for the conduct of program operations, or new criteria for measuring program accomplishments. Study reports contain findings and recommendations of major significance to MCC top management and often serve as the basis for new administrative systems, legislative initiatives, regulations, or programs.

Major Duties and Responsibilities include the following tasks:

- Works as part of a practice team led by the Senior Director for Gender and Social Inclusion and with other staff in to strengthen MCC's engagement across sectors in current thinking, approaches, strategies, tools and practices related to gender and social integration in large-scale international development programs.
- Ensures that MCC's Gender Policy and related policy and guidance documents are followed throughout the compact process.
- Leads gender and social integration work as a member of the multi-disciplinary MCC team or through providing guidance to junior colleagues engaged with country counterparts to ensure that analyses of social and gender differences and inequalities inform the development of programs to be funded through

the Millennium Challenge Account.

- Assesses opportunities and constraints for different stakeholder groups to participate and benefit from MCA-funded projects.
- Assesses the soundness of a country's proposed programs in the context of social and gender analyses.
- Ensures that results produced through social and gender assessments are integrated in the design, due diligence and final design of development projects across a variety of sectors.
- Liaises with MCC colleagues on evidence-based solutions of compact operations, particularly on finance and private sector development.
- Provides expert advice and counsel on social and gender issues related to policy analysis, consultations, program design, project assessments, implementation plans, monitoring and evaluation of Compact-funded projects and activities.
- Develops or supervises the development of terms of reference and evaluates the technical adequacy of project-specific studies and plans such as gender assessments, environmental and social impact assessments (ESIA's), environmental and social management plans (ESMP's), resettlement action plans (RAP's), HIV/AIDS risk management plans, human trafficking risk management plans, and social and gender integration plans.
- Provides expertise to develop approaches and terms of reference to monitor, assess and evaluate social and gender performance, outcomes and impacts of MCC-funded projects.
- Engages with economic analysis and monitoring and evaluation staff to ensure that research design (quantitative and qualitative), data and collection and analyses incorporate gender and social dimensions.
- Provides technical leadership in developing a training and capacity building program on gender and social analysis and integration and, as appropriate, on other social risk management issues such as HIV/AIDS and human trafficking. Participants can be MCC staff and consultants, MCA partner country staff, consultants and implementers, and training may be held in MCA countries as well as Washington, DC.
- Provides technical contributions to the development and refinement of guidance documents, operational procedures, performance standards and other social/gender practice-related priorities.
- Writes and reviews terms of reference, develops budgets, timelines and cost estimates, and conducts evaluations for procurement actions, or supervises others in these tasks.
- Manages contractors, inter-agency agreements, and other entities to ensure that deliverables and work products are acceptable.
- Functions as an integral member of the Gender and Social Inclusion team, to design and implement knowledge sharing initiatives and knowledge management solutions resulting from compact operations.
- Develops, regularly updates and assists in implementing the Gender and Social Inclusion team knowledge sharing and management plan, including knowledge events on the subject.
- Liaises with colleagues in preparing briefs on successful examples of gender and social inclusion in

compact and threshold operations, PowerPoint presentations, biannual newsletter, and other documents, as needed.

- Provides technical leadership in the assessment, documentation and presentation of best practices related to gender and social integration and the management of these dimensions.
- Represents MCC to senior U.S. Government officials, representatives of foreign governments, and a variety of other stakeholders, both domestic and international. Strengthens external partnerships to enhance attention to gender and social dimensions of development.
- Performs other related duties as assigned.

DELIVERABLES

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer Representative (COR).

The PSC produces reports and analyses as requested by MCC. Examples of such reports and analyses include, but are not limited to, the following:

- Trip reports.
- Bi-weekly timesheet with summary of activities during reporting period.
- Bi-weekly conference calls and/or reports with the HCD Senior Director and/or HCD Team.
- Detailed written reports of findings and compilations of documents to MCC/HCD, as required.
- Detailed and comprehensive written reports on progress of a Project, Project Activities, and Sub-Activities to MCC Management and the HCD Senior Director and HCD Team as appropriate.

Also, the PSC will provide a monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of each task:

Task: XXXXXX

Status: XXXXXXXXX Recommendations:

XXXXXXX

Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC.

Deliverables will be considered “draft” upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the Corporations’ concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

The PSC also will produce other reports and analyses as requested by MCC.

QUALIFICATIONS REQUIRED

Applicants must meet all the qualification requirements, including education and all qualifying

specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

Mandatory Qualifications:

- Advanced degree in sociology, anthropology, development studies or a related discipline.
- Minimum of 10 years direct experience in social and gender analysis and assessment in research, project planning and design, and implementation oversight
- Demonstrated knowledge of the gender integration and social inclusion theory and practice sufficient enough to analyze proposals and make sound recommendations for improvements to projects
- Demonstrated mastery of the methodologies and best practices of social inclusion and gender integration sufficient to design, develop and implement dimensions of MCC strategies, policies, initiatives, programs and projects related to social inclusion and gender integration
- Demonstrated experience with gender and social integration in resettlement action plans, oversight of resettlement implementation, and environmental and social management plans
- Demonstrated knowledge and experience with training and other capacity-building methods and tools for increasing the social and gender competency of development professionals in both the donor and recipient countries through a range of learning formats and techniques.
- Demonstrated ability to provide guidance on social and gender issues, undertaking technical analyses of social (including gender) issues, and integrating the results of social and gender analyses including social/gender risk management measures into project designs and procurement and contract documents.
- Demonstrated ability to make decisions and recommendations that refine, interpret, or develop social and gender dimensions of MCC programs.
- Demonstrated ability to assess and document best practices related to social and gender outcomes of development projects in a variety of sectors including agriculture, infrastructure, health education and finance.
- Demonstrated ability to conduct and manage complex social (including gender) research activities including social assessment and evaluation research.
- Demonstrated ability to consolidate lessons and articulate them into briefs, case studies, presentations and other knowledge products.
- Demonstrated ability to in work collaboratively and effectively in multidisciplinary and multicultural teams, staff of other US Government agencies, foreign governments, civil society organizations, and private sector firms.
- May be required to communicate in a foreign language both orally and in writing, preferably in French.

NOTE: All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the **QUALIFICATIONS REQUIRED**.

COMPENSATION

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus, the maximum number of hours allowed is 2,087 per year. The

contract will have **four** one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$39.77 - \$68.43 per hour**, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. An hourly labor rate above this pay range will NOT be entertained or negotiated. Candidates who live outside of the Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

Benefits:

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above and if requested by the PSC before the award of a contract, the PSC may receive a pay supplement of up to 15% of the employee's direct labor cost in lieu of fringe benefits. Please note that for evaluation purposes, MCC will take into consideration your proposed labor rate and any requested pay supplement in lieu of fringe benefits.

The full time PSC does earn sick leave, annual leave, or holiday pay.

The full time PSC working at MCC Headquarters in Washington, DC is eligible for parking or transit subsidy, subject to the availability of funds.

Travel:

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

REQUIRED DOCUMENTATION

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the qualification requirements,
- No less than three and no more than five professional references with current contact information;

NOTE: Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

Delivery:

Electronic submission is required. Electronic application packages shall be submitted by e-mail to

MCCPSC@mcc.gov and brooksac@mcc.gov. Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

Questions:

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to MCCPSC@mcc.gov and brooksac@mcc.gov before the deadline as given on p.1.

Submission of applications to this announcement must be received before the deadline as given on p.1.

INSTRUCTIONS TO APPLICANTS

The QUALIFICATIONS REQUIRED are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.
- (b) Qualified individuals must be registered in the [System for Award Management](#) (SAM) before submitting the application. Candidates without a SAM registration may be rejected.**
- (c) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (d) Describe your experience and knowledge in regards to the qualification requirements in no more than five pages (page = 8 ½" x 11" paper; 11 point font or larger; double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under DUTIES. The responses should describe specifically and accurately what experience, training, education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (e) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references MUST include current information, as follows:

- a. Name of reference

- b. Applicants' relationship to reference
- c. Title of reference at current job
- d. Reference current telephone number (work or personal)
- e. Reference e-mail address (work)
- (f) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

SELECTION PROCESS

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the **QUALIFICATIONS REQUIRED**. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential discussion/negotiation session, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required and desired qualifications: Does Not Meet, Meets, or Exceeds. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.